



Job Title: **Childcare Specialist**
 Department: **Resettlement**
 Reports To: **Director of Resettlement**
 Job Type: **Part-Time (25 hours)**
 Date: **August 1, 2022**

The Childcare Specialist is responsible to provide thoughtful, sensitive care of refugee children aged 1-5 while parents attend English language or vocational training classes.

Role	%	Primary Responsibilities
Childcare Work	90%	<ul style="list-style-type: none"> • Register each participating refugee child through parent(s) signature on registration form • Consult with parents about their responsibilities: to bring food and diapers for children, and to remain in the building while children are being cared for in the Children’s Activity Center • Organizes activities: play time, listening to music and singing, playing games doing arts and crafts, reading stories, nap time, etc. • Encourage and help children with English vocabulary and conversation • Help prepare children for kindergarten through learning activities: learning the alphabet, numbers, recognition, etc. • Create a pleasant, cheerful atmosphere in the Children’s Activity Center at all times • Maintain a neat, sanitary environment in Children’s Activity Center
Compliance and Reporting	5%	<ul style="list-style-type: none"> • Complete all required reporting accurately and on time • Report any problem to Director of Resettlement for appropriate action
Administration	5%	<ul style="list-style-type: none"> • Returns communications (phone, email, mail) to internal and external colleagues and service providers within 48 hours • Attends and participates in department and agency meetings • Completes other duties and tasks as assigned

Competencies:

- Exceptional problem solving skills, including the ability to develop and follow through with practical solutions
- Collegial and collaborative with colleagues – a team player
- Able to make decisions quickly using judgment and discernment
- Able to maintain calm, professional demeanor and take action in stressful situations; able to maintain patience and courtesy even in difficult circumstances
- Resilient and resourceful, excellent organizational and time management skills; able to juggle multiple priorities and responsibilities
- Ability to set appropriate boundaries, including the ability to say “no” when in the best interest of the client and agency
- Excellent communication skills with non-native speakers of English
- Excellent interpersonal skills with individuals from a variety of ethnicities, cultures and backgrounds
- Demonstrates respect for people from all races, cultures, religious and ethnic backgrounds
- Flexible in work schedule
- Passion for the mission and vision of RefugeeOne



Education/Experience:

- Experience working with individuals and children from diverse ethnic and faith communities preferred
- Training in early childhood education and /or play therapy preferred
- First Aid and CPR training required pre- or immediately post- hire

Potential Career Path:

- Other direct service positions within RefugeeOne

To apply, send resume and cover letter to Jan Douglas at jdouglas@refugeeone.org.

NO PHONE CALLS PLEASE
